

## **Solicitor Permit Application**

The City of Brookhaven has established the following application to allow for registration of persons, firms, or corporations to engage in the business of soliciting or calling on residences door-to-door in accordance with the City of Brookhaven Ordinance Chapter 15 Licenses, Permits and Miscellaneous Business Regulations as it pertains to door-to-door salesman.

By way of example, soliciting includes activities including seeking to: obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services of any kind, character or description; seeking to obtain prospective customers for application or purchase of insurance or publication of any type; and seeking to obtain subscriptions to books, magazines, periodicals, newspapers, and other types of publications.

This excludes solicitation for charitable, political, or other nonprofit purposes provided that all sales proceeds are the property of and used by the nonprofit organization. This also excludes officers or employees of the city, county, state, or federal governments, or any subdivision thereof, when on official business.

Solicitor Permits are issued to individual applicants and each person shall at all times while soliciting in the City of Brookhaven carry upon his or her person the permit so issued to be exhibited by such solicitor whenever he or she is requested to do so by any police officer or person solicited. The permit will not be valid for more than one (1) year and the permit shall state the expiration date thereof. Upon expiration of the maximum one-year period, the permit holder may receive a renewal for an additional one-year, so long as no more than one (1) complaint has been submitted to the City concerning the permit holder.

Individuals applying for the permit shall make themselves available for photographing, fingerprinting, and such other investigation as may be required by the police department. As part of the application process, the Chief of Police or his designee shall have a complete and extensive search made to determine if there is a police record of such person. If there is a record of conduct prohibited by the City of Brookhaven's Ordinance Chapter 15, Licenses, Permits and Miscellaneous Business Regulations or evidence that granting a Solicitor's Permit would adversely affect the public health, safety, or welfare, issuance of a permit shall be denied.

The fee for a Solicitor Permit is made up of two (2) components: a background check by the City of Brookhaven Police Department for \$50.00 and the permit fee of \$50 totaling \$100.00.

Please submit the following Solicitor Permit Application and all required supplemental materials (detailed in the following checklist) to the Brookhaven Police Department, located at 2665 Buford Highway NE, Atlanta, GA 30324. If you have questions, please do not hesitate to contact the Brookhaven Police Department at (404) 637-0600.

## **Checklist**

**\*\*Your application packet MUST INCLUDE a Comprehensive Plan detailing the specific days and times for each Brookhaven route. Failure to include a Comprehensive Plan of your routes will delay your permit. NO EXCEPTIONS\*\***

### Application Requirements:

- ☐ Applicant Information
- ☐ Contact Information
- ☐ Vehicle Information
- ☐ Recent Communities Solicited
- ☐ Arrest and Conviction Information
- ☐ Places of Residences – past three (3) years
- ☐ Places of Employment – past three (3) years
- ☐ Signed & Notarized Affidavit from Applicant
- ☐ Solicitor Permit Acknowledgement Form
- ☐ Signed Authorization for Criminal Background Check
- ☐ Background Check by the City of Brookhaven Police Department (Monday-Friday: 8:30am-4:30pm)
- ☐ Photographing/Fingerprinting by the City of Brookhaven Police Department (Monday-Friday: 8:30am-4:30pm)

### Application Required Attachments:

- ☐ Copy of current drivers license
- ☐ Description of subject matter to be solicited
- ☐ Names of magazines, books, or journals to be solicited
- ☐ Proposed route
- ☐ Description of proposed method of operation

### Solicitor Permit Fees:

- ☐ Background Check \$50.00
- ☐ Permit Fee \$50.00

## Solicitor Permit Application

Applicant Information	Date of Application:		
	Latest Previous Application:		
	NAME Last:	NAME First:	NAME Middle:
	Aliases / Stage Names:		Social Security Number - -
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height:	Weight:
	Race:	Hair Color:	Eye Color:
	Date of Birth:	BIRTHPLACE City:	BIRTHPLACE State:
	Driver's License Number:		State Issued:
	Home Phone:		Cell Phone:
	Vehicle Information/Required Attachments/Arrest Information	Number of vehicles* intended to be operated by Applicant during solicitation:	
Make:		Model:	Color:
License plate number:			
<i>*If more than one (1) vehicle will be used during solicitation please attach a description of other vehicles including make, model, color, and license plate number.</i>			
Names of three (3) most recent communities where applicant has solicited house-to-house:			
1.		2.	3.
Required Description of subject matter of the soliciting – attached? (yes/no)			
<i>Please attach a description, sufficient for identification, of subject matter of the soliciting in which you will engage.</i>			
Required names of magazines, books, or journals to be sold – attached? (yes/no)			
<i>Please attach a list of names of magazines, books, or journals proposed to be sold.</i>			
Required proposed route – attached? (yes/no)			
<i>Please attach the proposed route, including streets to be included on each day, which you intend to follow.</i>			
Required description of proposed method of operation – attached? (yes/no)			
<i>Please attach a description of proposed method of operation.</i>			
Have you been arrested and/or convicted for a felony within the past five (5) years? (yes/no)			
<i>Please note that any applicant with felony convictions or open charges within the past five (5) years will be denied.</i>			
Have you been arrested and/or convicted for moral turpitude within the past five (5) years? (yes/no)			
<i>Please note that any applicant with moral turpitude convictions within the past five (5) years will be denied.</i>			

## Solicitor Permit Application Residence & Employment Information

Places of Residence	<b>Places of Residence</b> <i>Starting with your current residence, please list your places of residence and length of residence at such address for the past three (3) years. If more space is needed please attach a listing of places of residences including street address, city, state, zip, and length of time at that residence.</i>		
	1. Current Residence Street Address:		
	City:	State:	Zip:
	Length of time at current residence:		
	2. Previous Residence Street Address:		
	City:	State:	Zip:
	Length of time at residence:		
	3. Previous Residence Street Address:		
	City:	State:	Zip:
	Length of time at residence:		
Employment Information	<b>Places of Employment</b> <i>Starting with your current employer, please list your place of employment and length of employment at such person, firm, or corporation for the past three (3) years. If more space is needed please attach a listing of places of employment including employer, job title, supervisor, street address, phone number and length of time with that employer.</i>		
	1. Current Employer:		
	Job Title:	Supervisor:	Phone:
	Street Address:		
	Length of time with employer:		
	2. Previous Employer:		
	Job Title:	Supervisor:	Phone:
	Street Address:		
	Length of time with employer:		
	3. Previous Employer:		
Job Title:	Supervisor:	Phone:	
Street Address:			
Length of time with employer:			

## **Solicitor Permit Applicant's Affidavit and Signature**

Applicant: \_\_\_\_\_

Job Title: \_\_\_\_\_

I hereby agree that as a condition to the issuance of a Solicitor's Permit, the Applicant shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the permit.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Solicitor's Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that any conviction for violation of the provisions of the City of Brookhaven's Chapter 15 Licenses, Permits and Miscellaneous Business Regulations Ordinance shall result in the automatic suspension of the Solicitor's Permit. Furthermore, the Chief of Police may revoke said Solicitor's Permit and demand its return if the Applicant becomes disqualified for the issuance of a permit.

I hereby understand that it shall be unlawful for an Applicant whose Solicitor's Permit has been revoked and upon whom demand for return of the permit has been made to refuse to return the permit.

Applicant's Signature: \_\_\_\_\_

Sworn and Attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature/Seal: \_\_\_\_\_

<b>Staff Use Only</b>	
Permit #:	Permit Fees:
Approved/Denied By:	Expiration Date:
Approval Date:	Denied Date:

## Background Check Consent Form

**\*\*\*PLEASE NOTE: Background Checks are only performed between the hours of 8:30AM-4:30PM on Monday-Friday**

I authorize the **Brookhaven Police Department** to receive any criminal history record information pertaining to me, which may be in the files of any federal, state, and/or city criminal justice agency in Georgia.

Print Full Name: \_\_\_\_\_

Maiden Name/Previous Name/Alias Info: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Are you a U.S. Citizen?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If no, you will need to have your Green Card available.** Country of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Social Sec#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

### For Finance Dept Use Only:

- ☐ Only Background Check & Fingerprints (No Permit Required)
- ☐ Only Background Check (No Permit Required)
- ☐ Return Results to Finance Department
- ☐ Solicitor's Permit (Photo, Background Check, Fingerprints)-Issue to Applicant (Exp. 1 yr.)

Employee Completing: \_\_\_\_\_ Date Complete: \_\_\_\_\_

Record Attached: \_\_\_\_\_ No Record: \_\_\_\_\_

## **Solicitor Permit Acknowledgement**

Pursuant to the Chapter 15 Licenses, Permits and Miscellaneous Business Regulations Ordinance, all solicitor permit holders must adhere to the regulations below and consent to a background check by the Brookhaven Police Department. Below is an excerpt of Article 7 Peddlers, Door-to-Door Sales and Similar Occupations from the Chapter 15 Licenses, Permits and Miscellaneous Business Regulations Ordinance.

### **Sec. 15-241. - Required.**

Any person engaged in or desiring to engage in any type of selling, soliciting, canvassing, survey-making or any other business, occupation or vocation, which by its nature requires going from door to door or house to house in the residential areas of the city, whether on a temporary or a permanent basis and whether or not it is for any religious, charitable, nonprofit or profit-making organization, shall obtain a solicitor's permit from the police department.

### **Sec. 15-219. – Hours of operation.**

It is unlawful for any person to engage in any of the conduct for which a permit is required by this article between the hours of 9:00 p.m. and 9:00 a.m., according to the standard time in effect.

### **Sec. 15-220. – Restriction of number of persons soliciting.**

It is unlawful for more than two (2) individuals to engage in solicitation upon any premises at the same time for the same goods or services, or religious or charitable purposes. Each individual member of a group engaged in solicitation in violation of this provision shall be deemed to have violated this section.

### **Sec. 15-222. - Frequency of Solicitation of same premises.**

It is unlawful for any person to make more than one (1) solicitation call at the same premises for identical goods or services within any consecutive two-week period, without receiving a prior invitation therefor from the occupant of any such premises. This section includes solicitation upon the same premises by employees, agents or representatives of any person more than once during such period without a prior invitation.

### **Sec. 15-223. – Solicitation to be at main entrances.**

It is unlawful for any person to solicit or attempt to solicit at a place of residence at any entrance or part of the building other than the main entrance to the residence.

### **Sec. 15-225. – Identification to prospective customers.**

It is unlawful for any person, at the time of initial contact with a prospective customer, to fail to verbally identify himself for the purpose of the solicitation, and the company and product line represented.

### **Sec. 15-246. – Display.**

The police department shall furnish to each holder of a solicitor's permit a device suitable for attaching the permit card to the outer clothing. No person shall act as a solicitor without wearing and displaying the permit in a conspicuous manner. Such a person shall display such identification to any authorized person or potential customer upon request.

### **Sec. 15-248. – Surrender.**

Each solicitor's permit shall remain the property of the city. Each permit holder shall surrender the permit card to the police department no later than three (3) business days following the expiration, suspension or revocation of the permit or upon the demand of the police department or finance department, whichever occurs first.

Please sign and date below acknowledging that you understand your responsibilities to the City of Brookhaven as a solicitor permit holder and will adhere to the provisions pursuant to the Chapter 15 Licenses, Permits and Miscellaneous Business Regulations Ordinance.

**Contact for Solicitor Permits**

Brookhaven Police Dept.  
404.637.0600

[policeinfo@brookhavenga.gov](mailto:policeinfo@brookhavenga.gov)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

***\*\*Please make a copy for your records\*\****